



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

April 23, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-58

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Flexible Benefits Plan Option

The Office of Group Benefits (OGB) will implement eEnrollment the beginning of the 2003-2004 plan year. At that time, ISIS HR agencies will begin using OGB's system to enroll employees in the Flexible Benefits Plan (FBP), Health, Life, Flexible Spending Accounts, and Miscellaneous Insurances.

Initially, OGB's eEnrollment system will use the value of ISIS HR's Miscellaneous Plan: Flexible Benefits plan option (Infotype 377) to **determine an employee's pre-tax/post-tax deduction status**. This will be used for OGB health and life deductions beginning June 2003 and all other FBP deductions beginning July 2003. Once OGB's system goes live (anticipated on June 24, 2003), changes to the employee's flex election will not be entered in ISIS HR, but instead will be entered in OGB's eEnrollment system.

The Flex option (YES , NO) will be interfaced from ISIS HR to OGB on May 23, 2003. **It is critical that by close of business on Wednesday, May 21, 2003 this option reflects the employee's flex election for plan year 2003-2004.**

An IT377 record must exist for any employee that is eligible to participate in the Group Benefits/Flexible Benefits Plan. Run **ZP150, Flex Indicator, Miscellaneous Plans Report**, to determine the flex plan option value for agency employees, selecting Other Date = 07012003. This report will reflect what will be interfaced to OGB. Review all employees on this report to determine your next action:

- If you receive a flex form from an employee changing their flex option for plan year 2003-2004, you must create an IT377 with a FROM date of 07/01/2003 reflecting the new option. If the employee discontinues enrollment in the FBP, the WAIVED option must be selected with a FROM date of 07/01/2003.
- If your review reveals that no change form was received, but the IT377 option value is incorrect in ISIS HR or an eligible employee does not appear on the report, create an IT377 record with a FROM date of 07/01/03 reflecting the correct option for plan year 2003-2004.

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Accurately completing the set up of IT377 for 2003-2004 plan year prior to May 21, 2003 will eliminate errors between flex/non-flex deductions. Please refer to the on-line help script **Create Misc Plans/FLEX Ind/Plan Yr 2003-2004 (PA30)** for details on how to record these entries in ISIS HR at the following address:

http://www.state.la.us/HRHelp/nav/hr - benefits/hr - benefits annual enrollment and reporting/ben-createmiscplans_flexind_planyr2003-2004/index.htm

Entry questions should be directed to the ISIS HR Help Desk at (225) 342-2677. If there are any other questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV/kmb